



# SMALL SIMPLIFIED SITE PLAN

## Summary Submittal Requirements

### I. SUBMITTAL INSTRUCTIONS

**Submit To:** Durham City-County Planning Department

**Submittal Deadlines:** Due by 11:00 am every Friday (see schedule below), but may be submitted in advance. Late submittals will be returned to the applicants or held until the next submittal deadline.

**Submittal Format:** All plans must be stapled and folded with a maximum sheet size of 36" x 48"

**Incomplete Submittal:** If a submittal is deemed incomplete for processing, the applicant will be notified by the end of business on the submittal deadline and the submittal will be returned to the applicant

**For More Information:** Contact Teri Danner, Planning Supervisor (teri.danner@durhamnc.gov), or another member of the Development Review Team. For projects within the Downtown Tier or any other Design District or Historic Districts Overlay, please contact Sara Young, Planning Supervisor (sara.young@durhamnc.gov), or another member of the Urban Design Team.

### II. SUBMITTAL CONTENT

# of Copies	Submittals must contain the following components and must be complete:
1	<input type="checkbox"/> Application for Administrative and Small Simplified Site Plans
1	<input type="checkbox"/> Check for review fee payable to "City of Durham"
8	<input type="checkbox"/> Site Plan (see Section IV below)
2	<input type="checkbox"/> Landscape and Buffer Worksheets or Interactive Buffer Model
2 ( or 3*)	<input type="checkbox"/> A sealed, signed letter from a Professional Engineer or Registered Landscape Architect explaining changes in impervious surfaces (if a Stormwater Impact Analysis is required use checklist for Site Plans)
2 ( or 3*)	<input type="checkbox"/> Nitrogen calculations
2	<input type="checkbox"/> Stormwater checklist (sealed and signed) for the correct jurisdiction (or both)
2 ( or 3*)	<input type="checkbox"/> FIRM panel map (legible with site drawn to scale)
2 ( or 3*)	<input type="checkbox"/> USGS maps (legible with site drawn to scale)**
2 ( or 3*)	<input type="checkbox"/> Soils Survey map (legible with site drawn to scale)**
3	<input type="checkbox"/> Stream delineations or permits (for ephemeral streams or stream intrusions)
3	<input type="checkbox"/> Special documentation and applications for any variations or payment in lieu
2	<input type="checkbox"/> Architectural elevations (if required by rezoning development plan)
1	<input type="checkbox"/> Waiver for plans with pending Development Plans and/or Annexation (and submitted as a City case)
10	<input type="checkbox"/> Design District Review Team Submittal, if applicable

\*If the property will be annexed and is submitted as a County case.

\*\*Print outs of the online versions of these maps are not accepted.

**III. OTHER CONCURRENT SUBMITTALS**

Site plans will not be processed beyond the first review cycle until any required concurrent submittals have been made, as applicable. For information on other required concurrent submittals contact:

Appearance Commission (Required for Public Projects)	Anne Kramer (anne.kramer@durhamnc.gov)
Board of Adjustment (Minor Use Permits or Variances)	Michael Stock, Senior Planner (michael.stock@durhamnc.gov)
Downtown Tier or Within Design Districts	Sara Young, Planning Supervisor (sara.young@durhamnc.gov)
Historic Preservation Commission (Within Historic Districts)	Lisa Miller, Planner (lisa.miller@durhamnc.gov)

**IV. FEE SCHEDULE**

<b>Major Site Plan (UDO Section 3.7.1B.3)</b>	Use the Site Plan and Preliminary Plat Summary Submittal Requirements
<b>Minor Site Plan (UDO Section 3.7.1B.2)</b>	Use the Site Plan and Preliminary Plat Summary Submittal Requirements
<b>Simplified Site Plan – Large (UDO Section 3.7.1B.1)</b>	Use the Site Plan and Preliminary Plat Summary Submittal Requirements
<b>Simplified Site Plan - Small</b>	\$1000 + 4% technology surcharge (\$1040 total fee)
<b>Administrative Site Plan</b>	Use the Administrative Site Plan Summary Submittal Requirements
<b>Preliminary Plats (UDO Section 3.6.7)</b>	Use the Site Plan and Preliminary Plat Summary Submittal Requirements
<b>Final Plats (UDO Section 3.6.8)</b>	Use the Final and Exempt Plat Summary Submittal Requirements
<b>Exempt Final Plats (UDO Section 3.6.2A)</b>	
<b>Re-review fees, if applicable</b>	Half of original fee, no maximum + 4% technology surcharge, applicable for each re-review after 1st re-review

Note: Other departments may have review fees that are payable directly to them.

**V. 2009-2010 SMALL SIMPLIFIED SITE PLAN SUBMITTAL SCHEDULE (Every Friday)**

<b>Submittal Deadline (11 AM)</b>	<b>Comments to Applicant (5:00 PM)</b>	<b>Submittal Deadline (11 AM)</b>	<b>Comments to Applicant (5:00 PM)</b>	<b>Submittal Deadline (11 AM)</b>	<b>Comments to Applicant (5:00 PM)</b>
November 20	December 9	February 5	February 24	April 23	May 12
November 25	December 14	February 12	March 3	April 30	May 19
December 4*	December 23	February 19	March 10	May 7	May 26
December 11	December 30	February 26	March 17	May 14	June 2
December 18	January 6, 2010	March 5	March 24	May 21	June 9
December 23*	January 13	March 12	March 31	May 28	June 16
December 31*	January 20	March 19	April 7	June 4	June 23
January 8	January 27	March 26	April 14	June 11	June 30
January 15	February 3	April 1*	April 21	June 18	July 7
January 22	February 10	April 9	April 28	June 25	July 14
January 29	February 17	April 16	May 5	July 2	July 21

\* Adjusted for holiday

## VI. SUMMARY CHECKLIST

Site Plans must contain the following elements and information:

### Cover Sheet (or Top Sheet)

- ☐ Vicinity map with north arrow
- ☐ Stamping area (lower right corner; SP – 6" x 6")
- ☐ Overall development map (if part of larger project)
- ☐ Site data table
- ☐ "General Conditions of Approval" box (for standard notes)
- ☐ "Public Works Conditions of Approval" box (for standard notes)
- ☐ "Special Conditions of Approval" box (notes unique to the site)
- ☐ "Revisions to Approved Plans" box for amendments (listing changes from previously approved plan)
- ☐ List of committed elements (from rezoning development plan), if applicable
- ☐ List of design guidelines (from rezoning development plan), if applicable
- ☐ Contact information for owner, applicant and all consultants
- ☐ Project name

### Existing Conditions, As Applicable (on site and within 100 feet of boundaries) - Recent survey recommended

- ☐ Metes and bounds property boundary with north arrow and graphic scale of larger site
- ☐ Property lines of adjacent properties
- ☐ Setbacks/ build-to lines
- ☐ Tier, base and overlay zoning districts (of site and adjacent properties)
- ☐ Land use (of site and adjacent properties) and major improvements within 50 feet of property
- ☐ Adjacent property owners
- ☐ Adjacent streets (name and ROW width, SR if NCDOT roads) and features within the right of way
- ☐ Site size
- ☐ Building footprint(s) with square footage and number of stories
- ☐ Built improvements (loading areas, parking, driveways, alleys, streets, sidewalks, dumpsters, lighting)
- ☐ Septic tanks, drain fields, wells, hydrants, water meters, etc.
- ☐ Culverts (other subsurface features)
- ☐ Utility or other easements (type, size, and whether public or private)
- ☐ Fire hydrants within 500 feet of the site
- ☐ Railroads
- ☐ Cemeteries
- ☐ Open space or common areas (including easements)
- ☐ Topographic contours (2 foot intervals within 100 feet of developed area; 5 foot elsewhere)
- ☐ Water features (name and location)
- ☐ Specimen tree survey (unless waived by Planning Department)
- ☐ Required landscape buffers
- ☐ Flood hazard areas (with BFE labeled with correct FIRM panel number and date) – field located if near proposed development
- ☐ Stream buffers, drainage ways, wetlands and wetland buffers with setbacks
- ☐ Vegetation (with general description and location)
- ☐ Rock outcrops or other unique site features
- ☐ Steep slopes
- ☐ Durham Natural Inventory sites
- ☐ Durham Historic Inventory sites
- ☐ Conditions from previous approvals
- ☐ Demolition proposed (on this sheet or separate if existing conditions under demolition are illegible)

**Proposed Conditions – Site Plan (All Items Drawn, Labeled, and Dimensioned Unless Noted) – As Applicable**

- ☐ Base information to remain (clearly distinguish between existing and proposed conditions)
- ☐ Setbacks/build-to lines
- ☐ Flood hazard areas (with BFE labeled with correct FIRM panel number and date) (field located)
- ☐ Building footprint(s) with square footage per floor and per use(s), height, number of stories, and entries
- ☐ Distances between buildings, as applicable
- ☐ Driveways, stacking spaces, and parking areas (with number of spaces per bay, space size, and pavement type labeled)
- ☐ Bicycle parking (with rack details)
- ☐ Handicap aisles, spaces, signage and accessible route to main entrance
- ☐ Sight distance triangles
- ☐ Sidewalks, walkways, and trails (or payment in lieu request or alternate sidewalk)
- ☐ Loading, storage, and service areas (with required screening)
- ☐ Trash handling and recycling facilities (with required screening and details)
- ☐ Fire lanes and access; storage areas with type of material (especially high-piled stock or storage areas)
- ☐ Utilities (existing and proposed) (above ground utilities to be screened, with details)
- ☐ Parking calculations (vehicle, handicapped, and bicycle)
- ☐ Open space and greenways (dedicated or reserved) and any proposed improvements within them
- ☐ Proposed sign or flagpole locations
- ☐ Other site features unique to proposed use
- ☐ Verify conformance with all adopted plans (Durham Walks, Bike/Ped Master Plan, Open Space Plans, etc.)

**Proposed Conditions – Grading Plan**

- ☐ Limits of land disturbance
- ☐ Grading (contours at 2 foot intervals within 100 feet of developed area; 5 foot elsewhere)
- ☐ Structural improvements with finished floor elevations
- ☐ Stream buffers (with type labeled) with setbacks
- ☐ Impervious surfaces (label and provide calculations)
- ☐ Vegetation types and locations
- ☐ Tree protection fencing with details and standard notes
- ☐ Land disturbance tree survey results
- ☐ Root protection zones
- ☐ Retaining walls labeled with top and bottom of wall, with details
- ☐ Stormwater ponds, bioretention facilities, etc.
- ☐ Preliminary storm drainage features and easements

**Proposed Conditions – Utility Plan**

- ☐ All utilities (shown underground)
- ☐ Above-ground utilities and equipment (screened and with details)

**Proposed Conditions – Lighting Plan**

- ☐ Pole mounted fixture locations and details (with height labeled)
- ☐ Building mounted fixture locations
- ☐ Standard notes

**Proposed Conditions – Landscape Plan**

- ☐ Tree coverage calculations and areas, with samples, if applicable
- ☐ Existing vegetation to remain (with root protection zones shown)
- ☐ Tree protection fencing location (reference detail location if on separate sheet)
- ☐ Proposed landscaping (meeting minimum size and species mixing requirements)
- ☐ Plant list (keyed to plan and showing what requirement each plant will fulfill)
- ☐ Landscape buffers (labeled with slope, required opacity, width, and required plantings)
- ☐ Stream buffers (with 10 foot no-build setbacks)
- ☐ Samples of existing vegetation in required buffers (with root protection zones)
- ☐ Street trees (with calculations)
- ☐ Screening (with height, details, cross-sections, etc.)
- ☐ Lighting, water, sewer, storm drainage systems, and easements (half-toned) to check for conflicts
- ☐ Planting details (for trees, shrubs, and groundcover)
- ☐ Fences, walls and/or berms (with height and details)

**Proposed Conditions – Architectural Drawings**

- ☐ Building elevations (if needed to show compliance with development plan design guidelines or to demonstrate compliance with UDO Section 7.3.1)

**VII. SUBSTITUTE REQUIREMENTS FOR AMENDMENTS TO EXISTING SITE PLANS**

Site Plans that are also amendments must contain the following elements and information at a minimum, but will need to be justified if they do not include upgrades to the entire site. Additional upgrades to existing facilities may be required based on rational nexus. See below.

- ☐ Provide an overall context plan of the larger site showing area of proposed development
- ☐ On a detailed plan show existing features, buildings, and elements that are within 50 feet of the proposed development (recent survey recommended)
- ☐ Update any site data, including parking calculations, building square footages, etc.
- ☐ Provide documented history of impervious surfaces, with dates installed, in order to determine requirements
- ☐ Provide tree coverage somewhere on site equal to the required percentage based on the proposed development
- ☐ Document determination of whether or not a Traffic Impact Analysis or Stormwater Impact Analysis is required
- ☐ Cost proportionality of sidewalk may be requested or determination of rational nexus of proposed improvements to need for new sidewalks on site or within public right of way
- ☐ Provide written justification for the scope of work if it does not include upgrading all landscaping (including but not limited to buffers, VUA landscaping, etc.), lighting, parking (including bicycle parking), sidewalks (internal and external), trash or service areas, etc. with basis for rational nexus argument